



Buyer Web Access Mandate

Please use this form to tell us who you would like to use Client Manager Portal and what level of access each person will need. We will send a username and a temporary password to everyone on the list.

Once you have completed the form, return to us by email to sfhelpdesk@lloydsbanking.com

Access Permissions

If you have not requested two-stage approval, the following permissions are available:

Access level	Permissions
Full Access	User can view information and upload invoices. No approval is required.
Enquirer	User can view information.

If you have opted for two-stage approval of invoice uploads, the following permissions are available:

Access level	Permissions
Enquirer	User can view information.
Processor	User can view information and upload invoices.
Supervisor	User can approve invoices uploaded by a Processor.

There must be at least one Processor and one Supervisor in your organisation. A user can have both Processor and Supervisor permissions, but for any single transaction can only act in one capacity.

Mandate

To: Lloyds Bank plc

Please provide access to the Supplier Finance website for the people listed below.

User first name	User last name	Email address*	Full Access	Enquirer	Processor	Supervisor
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Please supply an email address for each user. The email address must be unique to the individual, e.g. **jane.doe@yourorganisation.co.uk** and not a group mailbox such as **admin@yourorganisation.co.uk**. There is space over the page if you wish to add more names.

Authorised by

For and on behalf of

Supplier Finance reference:

Date

